



**Nursing Faculty Retreat
RN to BSN Nursing District Meeting Agenda
Lee Campus**

Date: May 10, 2019

Facilitator: Dr. Deborah Selman

Minutes: Tony Garcia

Agenda Item	Topic for Discussion		Presenter	Time
Call to Order and Attendance			Deb	10:00 AM
Approval of Minutes from April 12, 2019		<ul style="list-style-type: none"> • Course changes – Agreed upon. • Handbook – Can't be more than 20% student review/ discretion of Faculty. • Correction to minutes April 12th. • Motion to approve minutes with changes – Approved. 	All	
1. Mission and Administrative A. Direct Report B. ACEN Standards Lead	Welcome Donna Johnson, Interim Program Director, Nursing Identify 2019-2020 Leads for ACEN standards	<ul style="list-style-type: none"> • Faculty welcomed Dr. Johnson-Byrd. • Introduction of new guideline to every meeting. <ul style="list-style-type: none"> ○ Motion to approve new guideline – Approved. • ACEN standard Lead: <ul style="list-style-type: none"> ○ Standard one – Margaret ○ Standard two – Barbara ○ Standard three – Shawn ○ Standard four – Marti ○ Standard five – Shawn ○ Standard six – Margaret and Susan <ul style="list-style-type: none"> ▪ Faculty accepted leads. 		
2. Faculty and Staff A. Professional development - Upcoming Events and budget a. NLN Education	NLN Education Summit Sept 26-28 at National Harbor in Washington DC.	<ul style="list-style-type: none"> • Faculty notified that they need to submit FPD form to request travel funds before travel is requested. • ACEN accredited (Professional Development) • ASN Faculty can teach BSN courses. 		

<p>Summit Confirmation</p> <p>b. ACEN Self-study- Oct 10th and 11th Chicago</p>		<ul style="list-style-type: none"> • Barbara would like to attend upcoming FCNEA meeting. <ul style="list-style-type: none"> ○ Marti- Contract has rules regarding that. Content and experience are required to teach BSN. ○ Barbara – Mentor as a solution (Volunteer not paid). Growth will lead ASN and adjuncts into the RN to BSN program. ○ 12 load maximum. Overload discussed in CAN. ○ Conversation on this topic will be had at a later date. 		
<p>3. Students</p> <p>A. 2019-2020 Student Handbook</p> <p>B. Syllabi Templates Turn-it-in</p> <p>C. Revised rubrics</p> <p>D. Class schedule</p> <p>E. APA template</p> <p>F. CastleBranch/Affiliations</p>	<p>A. Status Update</p> <p>B - E. Drafts due as agreed upon April 12th, 2019</p> <p>F. Clinical Coordinator Role and Faculty</p>	<p>A. Changes to 2019-2020 student handbook?</p> <ul style="list-style-type: none"> ○ Everyone to review and make recommendations. ○ ASN and BSN should be on one handbook. ○ Marti to add social media in handbook. ○ Faculty agreed to have one handbook – motion accepted. ○ Shawn to work with Jenneine Lambert to have one handbook. Jenneine already working on handbook. ○ Step outs and catalog changes need to be mentioned in handbook. <p>B. Syllabi template</p> <ul style="list-style-type: none"> ○ Template added to share drive. ○ Faculty to send syllabi to Tony to add in share drive. ○ Faculty to have syllabi in word document. ○ Artifacts from each course should be added to handbook. ○ Send reminder to faculty on what BSN needs (Syllabi and artifacts) ○ BSN 20% turn it in? <ul style="list-style-type: none"> ▪ Faculty agree its 20% ○ Proposal to lower percentage to 15% - Faculty did not agree. 		

		<ul style="list-style-type: none"> ○ Margaret suggested to review current turn it in scores to explore the possibility to lower the percentage. <ul style="list-style-type: none"> ▪ Topic to be discussed more at a later date. <p>C. Revise Rubrics</p> <ul style="list-style-type: none"> ○ Barbara said we have too many rubrics. We need less. ○ Shawn and Barbara to send revised rubrics to faculty to approve. ○ Quality matters – needs to be added. ○ Shawn and Barbara to send document invite for faculty to review rubric template. ○ Dr. Selman to verify with IT if one drive can be used. ○ Barbara mentioned rubric being leveled. <p>D. Class schedule</p> <ul style="list-style-type: none"> ○ Class template for every course. ○ Marti will create template - Susan will help Marti. ○ Marti and Susan to present template by next meeting. ○ Fall 2019-2020 will be beginning for next review. <p>E. APA Template</p> <ul style="list-style-type: none"> ○ Develop template separate in rubric. ○ 1st paper to have less penalties (Faculty to provide lots of feedback to help student make less mistakes) ○ 2nd paper to have more penalties if the same mistake continues to be made. ○ 3rd paper to have even more penalties if the same mistake keeps being made. ○ Recommend the writing center – great help to 		
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		<p>student with APA.</p> <p>F. CastleBranch/Affiliations</p> <ul style="list-style-type: none"> ○ Leadership course. ○ Kellee BSN coordinator to check students (Option A). ○ Affiliations do not have CDC guidelines. All hospital have CDC guideline in agreement. ○ Kellee will also do affiliation agreements ○ Kellee will not have direct contact with students, will let faculty know. ○ Kellee to investigate if CastleBranch has item pending. ○ Faculty to review affiliation agreements Kellee have created. ○ Shawn to pilot in Leadership course. Shawn to send student list to Kellee. 		
<p>4. Curriculum</p> <ul style="list-style-type: none"> • Curriculum Integrity • Review Dates ?? 	<ul style="list-style-type: none"> ○ Roles ○ Health assessments ○ Informatics ○ Patho ○ Pharm ○ Multicultural ○ Research ○ Community 	<p>Curriculum</p> <ul style="list-style-type: none"> • Difficult to track students in cohort? (Hard to track 150 %) <ul style="list-style-type: none"> ○ Talk about this at a later date. • Marsha will create template and send to faculty to have consistency in all syllabi (Sending through google docs) <p>Review dates</p> <ul style="list-style-type: none"> • Implement into FALL 2021. • Moving forward curriculum master shell cannot be updated to make sure consistency is achieved. • Dr. Selman to have meeting with Roz regarding control of shell. • Bobby and Margaret working on student advising plan. 		

	<ul style="list-style-type: none"> ○ Leadership – orientation ○ Capstone 																		
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5. Resources A. Textbook Affordability Act	<ul style="list-style-type: none"> ○ Community Health Nursing ○ Pathophysiology and AS 	Resources A. Textbook affordability act	<ul style="list-style-type: none"> ○ New editions that do not change that much from previous edition do not need to be changed. <ul style="list-style-type: none"> ▪ Faculty can teach the new material without using the new textbook edition. 																
6. Outcomes A. Program Outcomes RN to BSN Systematic Planning for 2019-20 Academic Year	March 30th template for EPSLO's	Outcome	<ul style="list-style-type: none"> • Add to ACEN format. • Add ACEN standards on syllabi. • Systematic plan Dr. Selman to send to faculty. <ul style="list-style-type: none"> ○ Marsha to help Margaret. 																
OPEN DISCUSSION		Next meeting in August when Fall																	

		semester begins. Dr. Selman to send next meeting date to faculty.	
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